



LARRY HOGAN

Governor

BOYD K. RUTHERFORD

Lt. Governor

KENNETH C. HOLT

Secretary

ELLINGTON CHURCHILL, JR.

Deputy Secretary

Pre-Bid Conference

Invitation for Bids No. S00R6400002

TEMPORARY FINANCIAL SERVICES STAFFING AGENCIES

Wednesday, February 17, 2016, at 10:00 AM

Please be advised that nothing stated at the Pre-Bid Conference shall change the Invitation for Bids, unless a change is made by the Procurement Officer by written amendment. This meeting is for informational purposes only and is not binding on the Department of Housing and Community Development.

Jada Fletcher, Procurement Officer for the Department of Housing and Community Development (DHCD), opened the conference at 10:20 a.m., **followed by introductions of DHCD staff and potential bidders.** (The conference opened late due to attendees receiving unclear parking directions.) Ms. Fletcher asked all vendors to sign in and leave their business cards.

Ms. Fletcher explained that DHCD will provide a Pre-Bid Conference Summary to all vendors known to have received a copy of the IFB, and will also post this information on eMaryland Marketplace and the procurement page of DHCD's website. The information will include a summary of the proceedings, a list of any questions and answers received to date, and a list of all vendors known to have received a copy of the IFB. Written questions will continue to be accepted following the conference through **Thursday, March 10, 2016, which is five days before the bid due date, per Section 1.9.** These questions and answers will also be distributed to vendors and posted on eMaryland Marketplace and the DHCD website.

The Office of Fair Practices did not attend, because no MBE or VSBE goals were set for this procurement. However, Ms. Fletcher encouraged MBEs certified by the Maryland Department of Transportation to bid. The previous contract for these services was held by an MDOT-certified MBE.

Ms. Fletcher reminded everyone that **bids are due on Tuesday, March 15, 2016, at 2:00 p.m. Local Time.** She further advised vendors to be sure to read the instructions in this IFB and provide the information as instructed in Sections 2 and 4. Per Section 1.10. She said that, in order for vendors to do business with the State of Maryland, they must be registered with the State Department of Assessments and Taxation and have not outstanding tax liability to the state.

Ms. Fletcher read vendor questions that were emailed to her as of 9:30 a.m. Local Time that morning; both the questions and the answers she provided are the same as those listed in the attachment. She then opened the floor to additional vendor questions and answers, also attached.

The meeting adjourned.

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Maryland Department of Housing
and Community Development

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